



FOR CLERK USE ONLY

City Council

Item No.

23

## CITY COUNCIL AGENDA FACT SHEET

Utility Services

Department

September 7, 2010

Requested Date

**1. Request:**

City Council Approval

☒Information Only/  
Presentation☐

Other (specify)

☐

Hearing

☐**2. Requested Action:**

1. Authorize the Director of Utility Services to conduct internal promotions at the Water Treatment Plant and Water Distribution Division
2. Authorize the Director of Utility Services to hire two (2) Water Distribution Operators due to internal promotions

**3. Fiscal Impact:**

Revenue:

Increase

☐

Source:

Decrease

☐

Amount:

Cost:

Increase

☐

Source:

Decrease

☐

Amount:

Does Not Apply ☒

Budgeted Item FY 2010-2011

**4. Reviewed By:**

Finance Dept. on

Comments:

By:

City Attorney on

Comments:

By:

*Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.*

**CLERK USE ONLY:**

CITY COUNCIL DATE:

Action

☐

Filing

☐

Consent

☐

Presentation

☐

Hearing

☐

Other (specify)

☐

Reviewed by: City Clerk

Date

City Manager

Date

# **CITY COUNCIL AGENDA REPORT**

**SUBJECT:** Authorize Director of Utility Services to fill vacancies on the following divisions: Water Treatment Plant and Water Distribution

**AGENDA DATE:** September 7, 2010

**PREPARED BY:** Luis Estrada, Director of Utility Services



**REVIEWED BY:** Armando Villa, Assistant City Manager  
Rosalind Guerrero, Director of Human Resources  
Judith Hashem, Director of Finance

**APPROVED FOR AGENDA BY:** Victor Carrillo, City Manager

**RECOMMENDATION:** It is recommended the City Council approve the following:

1. Authorize the Director of Utility Services to conduct internal promotions at the Water Treatment Plant and Water Distribution Division
2. Authorize the Director of Utility Services to hire two (2) Water Distribution Operators due to internal promotions

**FISCAL IMPACT:** \$290,250– Budgeted Item FY 2010-2011

**BACKGROUND INFORMATION: (Prior action/information)**

The Utility Services Department has been expanding several facilities (Raw Water Reservoir, Eastside Reservoir, Water Treatment Plant Expansion, etc.) and is in major need of filling these positions in order to operate and provide daily maintenance.

**DISCUSSION (Current consideration):**

**Internal Promotions**

1. The first promotion will be promoting a Water Plant Operator Grade II (OIT) to Water Plant Operator Grade III. This Water Plant Operator will be used as a Shift Operator working 12 hours, 7 days on and 7 days off. This promotion will allow a Shift Operator to work 9 hours a day, 4 days a week to oversee the Raw Water Reservoir and the Eastside
2. The second promotion will be promoting a Water Distribution Operator to Water Plant Operator Grade II (OIT). This person will have to be trained by a Water Plant Operator Grade III for 12 months (State of California Department of Public Health – Drinking Water Division requires 12 month of hands on experience before issuing Grade III certificate). We expect to promote this Water Plant Operator Grade II (OIT) to Shift Operator 12 hours, 7 days on and 7 days off
3. By promoting a Water Distribution Operator to Water Plant Operator Grade II (OIT) this will create an additional vacancy at the Water Distribution Division. Therefore, at the Water Distribution Division we will require two (2) Water Distribution Operator Grade I. We are requesting to start advertising immediate for these positions.

In addition, the Utility Services Department will also be able to eliminate overtime among our existing employees. It is very important to stress that all of the requested vacant positions have been allocated for the past two (2) years and are part of the Enterprise Fund. In no circumstance will the General Fund be affected by these positions

**DOCUMENT(S) ATTACHED**

1. Salaries and Benefit Calculations
2. Job Descriptions

**Agenda Item No. \_\_\_\_**

**Page \_\_\_\_ Of \_\_\_\_**

## **CITY OF CALEXICO**

### **CLASS TITLE: WATER DISTRIBUTION MAINTENANCE WORKER**

#### **BASIC FUNCTION:**

Under the direction of the Chief Water Plant Operator-Distribution, perform a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment; participate in a variety of activities involved in assuring smooth, efficient, healthy and safe water flow, operations and services.

Inspect water distribution systems, lines and equipment; maintain and repair main water lines; troubleshoot, diagnose and repair malfunctions; replace system components and install new equipment as needed.

Install, fit and replace pipes; inspect and repair leaks, obstructions and general system failures; install service lines for new houses or businesses; install, maintain and service fire hydrants and valves as necessary; flush water mains as necessary; utilize appropriate storing and safety equipment.

Test water systems and lines to assure proper water pressure levels; make necessary adjustments.

Communicate with City personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of equipment including dump trucks, backhoes, jack hammers, asphalt cutters, skip loaders, water pumps, generators and hand and power tools; drive a vehicle to conduct work.

Dig and excavate holes and trenches to access water lines, systems and equipment.

Install, inspect and repair sewer lines as necessary.

Perform routine or emergency work as necessary; shut down valves and reroute water and sewer flows as necessary.

Estimate and assure adequate labor, equipment and material levels to meet project needs; order supplies as needed; work from sketches, diagrams, schematics and manuals.

Turn on and off water services as directed; disconnect and reconnect water services as needed; identify and report unauthorized water usage.

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Maintain various records related to maintenance, repairs, inventory and work performed.

Maintain assigned areas, equipment and tools in a safe, clean and orderly condition.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, materials and equipment used in the installation, operation, maintenance and repair of City water distribution systems, lines and equipment.

Preventive maintenance practices.

Mechanical and piping systems including valves, hydrants, mains and water lines.

Operation of equipment used in system maintenance and repair such as dump trucks, backhoes, jack hammers, asphalt cutters, skip loaders, water pumps, generators and hand and power tools.

Basic record-keeping techniques.

Technical aspects of field of specialty.

Oral and written communication skills.

Health and safety regulations and procedures.

Proper lifting techniques.

**ABILITY TO:**

Perform a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment.

Inspect systems, lines and equipment for maintenance and repair needs.

Inspect, troubleshoot, diagnose and repair malfunctions.

Maintain routine records related to work performed.

Observe health and safety regulations and procedures.

Understand and follow oral and written instructions.

Work from sketches, diagrams, schematics and manuals.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years experience working with equipment maintenance and repairs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Class I Water Distribution Operator certification.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Regular exposure to fumes and odors.  
Driving a vehicle to conduct work.  
Adverse and extreme weather conditions.

**PHYSICAL DEMANDS:**

Dexterity of hands to operate assigned tools and equipment.  
Sitting or standing for extended periods of time.  
Seeing to inspect systems and read a variety of materials.  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Hearing and speaking to exchange information.  
Climbing ladders.  
Walking.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working in a cramped or restrictive work chamber.  
Working at heights.  
Chemical fumes.

## **CITY OF CALEXICO**

**CLASS TITLE: WATER TREATMENT PLANT OPERATOR II / OIT**

### **BASIC FUNCTION:**

Under the direction of the Chief Water Plant Operator-Treatment, perform technical work in the monitoring, testing, calibrating, repair and adjusting water quality equipment within the City water system; monitor and adjust chemical dosages to assure adequate and safe drinking water.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform technical work in the monitoring, testing, calibrating, repair and adjusting water quality equipment within the City water system; take daily and weekly water samples; deliver samples for lab testing.

Monitor and set the SCADA system to assure compliance with water quality standards and appropriate levels of the water system.

Adjust and maintain related chlorination system; monitor and compute chemical dosages to be added; replace cylinders; switch chlorinators and check analyzers; utilized a computer to monitor plant performance.

Check and maintain complex electronic and mechanical equipment; troubleshoot malfunctions and alarms; repair and replace electrical and mechanical components as necessary.

Operate and maintain related specialized equipment, including transfer pumps, distribution pumps, electrical motors, lab equipment, chemical feeder, hand tools, lawn mower and other related equipment.

Prepare and maintain related records, including daily readings, records for monthly monitoring for surface water treatment and regulations and others as required.

#### **OTHER DUTIES:**

Perform a variety of maintenance duties as assigned; perform grounds work, clean and maintain plant; assist other department personnel as necessary.

Respond to emergency situations as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Sampling and water testing techniques.  
Laws and regulations applicable to City water systems.  
Chemical analysis of water quality, including chlorine use and the use of a variety of test kits and equipment.  
City water transmission and distribution system.  
Use of equipment, tools, chemicals and meters used to test water quality.  
State of California Department of Health and Standards rules, regulations and requirements applicable to water distribution and treatment systems.  
Operation, maintenance, and repair of various pumps and meters.  
Technical aspects of field of specialty.  
Operation and maintenance of valves, flow meters, hydraulic equipment and uses for these apparatus.  
Record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform skilled work in the monitoring, testing and adjusting City water quality.  
Monitor and adjust chemical dosages to assure adequate and safe drinking water.  
Maintain current knowledge of technological advances in the field.  
Analyze situations accurately and adopt an effective course of action.  
Check and maintain complex electronic and mechanical equipment.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records related to assigned activities.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written directions.  
Observe health and safety regulations.  
Observe legal and defensive driving practices.  
Work courteously and tactfully with customers and employees.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by 24 units of college-level course work in math and chemistry and some experience with water distribution systems.

**LICENSES AND OTHER REQUIREMENTS:**

State of California Water Treatment Plant Operator grade II certification.  
Valid California driver's license.



**WORKING CONDITIONS:**

**ENVIRONMENT:**

Water Treatment Plant environment.  
Driving a vehicle to conduct work.  
Regular exposure to fumes and odors.  
Adverse and extreme weather conditions.

**PHYSICAL DEMANDS:**

Climbing ladders and steps to storage tanks.  
Standing and sitting for extended periods of time.  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.  
Bending at the waist, kneeling or crouching to take water samples.  
Dexterity of hands and fingers to operate hand and power tools.  
Reaching overhead, above the shoulders and horizontally.  
Hearing and speaking to exchange information.  
Seeing to inspect systems and read a variety of materials.  
Walking.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working in a cramped or restrictive work chamber.  
Working at heights.  
Chemical fumes.

## **CITY OF CALEXICO**

### **CLASS TITLE: WATER TREATMENT PLANT OPERATOR III**

#### **BASIC FUNCTION:**

Under the direction of the Chief Water Plant Operator-Treatment, perform technical work in the monitoring, testing, calibrating, repair and adjusting water quality equipment within the City water system; monitor and adjust chemical dosages to assure adequate and safe drinking water.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform technical work in the monitoring, testing, calibrating, repair and adjusting water quality equipment within the City water system; conduct jar tests; take daily and weekly water samples; deliver samples for lab testing.

Monitor and set the SCADA system to assure compliance with water quality standards and appropriate levels of the water system.

Adjust and maintain related chlorination systems; compute and monitor chemical dosages to be added; replace cylinders; switch chlorinators and check analyzers; utilize a computer to monitor plant performance; monitor raw water influent.

Check and maintain complex electronic and mechanical equipment; troubleshoot malfunctions and alarms; repair and replace electrical and mechanical components as necessary; calibrate equipment and backwater filters.

Operate and maintain related specialized equipment, including transfer pumps, distribution pumps, electrical motors, lab equipment, hand tools, lawn mower and other related equipment.

Prepare and maintain related records, including lab analysis reports, CT calculations, daily readings, monthly surface water treatment regulations, alum plant dosage and others as required; input data into computerized data system.

##### **OTHER DUTIES:**

Perform a variety of maintenance duties as assigned; receive various deliveries of stock; perform grounds work; clean and maintain plant; assist other department personnel as necessary.

Conduct plant tours for schools and customers.

Respond to emergency situations as assigned.

Perform related duties as assigned.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Sampling and water testing techniques.  
Laws and regulations applicable to City water systems.  
State of California Department of Health standards, rules, regulations and requirements applicable to water distribution and treatment systems.  
Chemical analysis of water quality, including chlorine use and the use of a variety of test kits and equipment.  
Surface water treatment regulations.  
Principles of electricity, electronics, hydraulics, chemistry and math.  
City of Calexico water transmission and distribution system.  
Use of equipment, tools, chemicals and meters used to test water quality.  
Operation, maintenance, and repair of various pumps and meters.  
Technical aspects of field of specialty.  
Operation and maintenance of valves, flow meters, hydraulic equipment and uses for these apparatus.  
Record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform skilled work in the monitoring, testing and adjusting City water quality.  
Monitor and adjust chemical dosages to assure adequate and safe drinking water.  
Maintain current knowledge of technological advances in the field.  
Analyze situations accurately and adopt an effective course of action.  
Check and maintain complex electronic and mechanical equipment.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records related to assigned activities.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written directions.  
Observe health and safety regulations.  
Observe legal and defensive driving practices.  
Work courteously and tactfully with customers and employees.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by 24 units of college-level course work in math and chemistry and one year of increasingly responsible maintenance of water distribution systems.

**LICENSES AND OTHER REQUIREMENTS:**

State of California Water Treatment Plant Operator grade III certification.  
Valid California driver's license.

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**WORKING CONDITIONS:**

**ENVIRONMENT:**

Water Treatment Plant environment.  
Driving a vehicle to conduct work.  
Regular exposure to fumes and odors.  
Adverse and extreme weather conditions.

**PHYSICAL DEMANDS:**

Climbing ladders and steps to storage tanks.  
Standing and sitting for extended periods of time.  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.  
Bending at the waist, kneeling or crouching to take water samples.  
Dexterity of hands and fingers to operate hand and power tools.  
Reaching overhead, above the shoulders and horizontally.  
Hearing and speaking to exchange information.  
Seeing to inspect systems and read a variety of materials.  
Walking.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working in a cramped or restrictive work chamber.  
Working at heights.  
Chemical fumes.

CITY OF CALEXICO  
SALARIES AND BENEFITS PROJECTION  
FY 2010-2011

LAST NAME	FIRST NAME	FUND	DEPT#	MERIT INCREASE	RANGE	STEP	SALARY					BENEFITS							TOTAL			
							TOTAL MONTHLY SALARY	EDUCATIO INCENTIVE	SPECIAL ASSIGNM	LONGEVITY	TOTAL MONTHLY SALARY	# MONTHS	ANNUAL UNIFORM ALLOW	TOTAL ANNUAL SALARY	PERKS 51007	W/C 51010	UNEMPL 51011	MED/CAST 51008		INSURANCE LIFE 51012		
Water Treatment Plant Operator II (OIT)																						
Funded		511	5142		88	1	4,178				4,178	0.75	200	3,334	338	221	17	255	943	6	5,113	
					88	2	4,387				4,387	2.00		8,774	890	581	44	671	2,514	16	13,490	
Water Treatment Plant Operator III Promotion					90	2	4,609				4,609	9.25		42,633	4,322	2,822	213	3,261	11,627	75	64,955	
Water Distribution Operator																						
Funded		511	5143		78	3	3,600				3,600	2.0	200	7,400	750	474	37	566	2,514	16	11,757	
Vacant					88	1	4,178				4,178	9.0		37,602	3832	2,502	189	2,892	11,313	73	58,403	
Water Treatment Plant Operator II (OIT) Promotion		511	5142		88	2	4,387				4,387	1.0		4,387	445	290	22	336	1,257	8	6,745	
Water Distribution Operator																						
Funded		511	5143		78	1	3,265				3,265	9.0	200	29,585	2,999	1,893	148	2,263	11,313	73	48,275	
Vacant					78	2	3,428				3,428	3.0		10,284	1,043	658	51	787	3,771	24	16,618	
Water Distribution Operator																						
Funded		511	5143		78	1	3,265				3,265	9.0	200	29,585	2,999	1,893	148	2,263	11,313	73	48,275	
Vacant					78	2	3,428				3,428	3.0		10,284	1,043	658	51	787	3,771	24	16,618	
																			TOTAL		290,250	

290,250